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ABSTRACT

This document describes the proposed 2003 activities of the European Training Foundation (ETF) to support vocational education and training reform in non-European Union (EU) countries in the context of the EU's external relations program. The activities listed cover these four main groups of countries across three continents: the Mediterranean partners; the countries of the Western Balkans; the New Independent States and Mongolia, and the future member states of the European Union. Activities appear under the following major headings: (1) support to EU programs and dissemination of EU policies; (2) provision and analysis of information and data in support of the Commission and partner countries; and (3) development activities. (With the expertise and assistance of the ETF, each of the partner countries must address critical issues of quality and the transfer of qualifications and skills between sectors and countries as a precondition for lifelong learning and increased mobility. Because of the differences between the four groups of countries, the ETF does not offer standard products or services, but provides a "tailor-made" approach to each region and partner country.) The document also includes information about the Tempus program, activity-based budgeting, and an annex describing joint work between the ETF and the European Centre for the Development of Vocational Training (CEDEFOP), with special reference to candidate countries. (MO)

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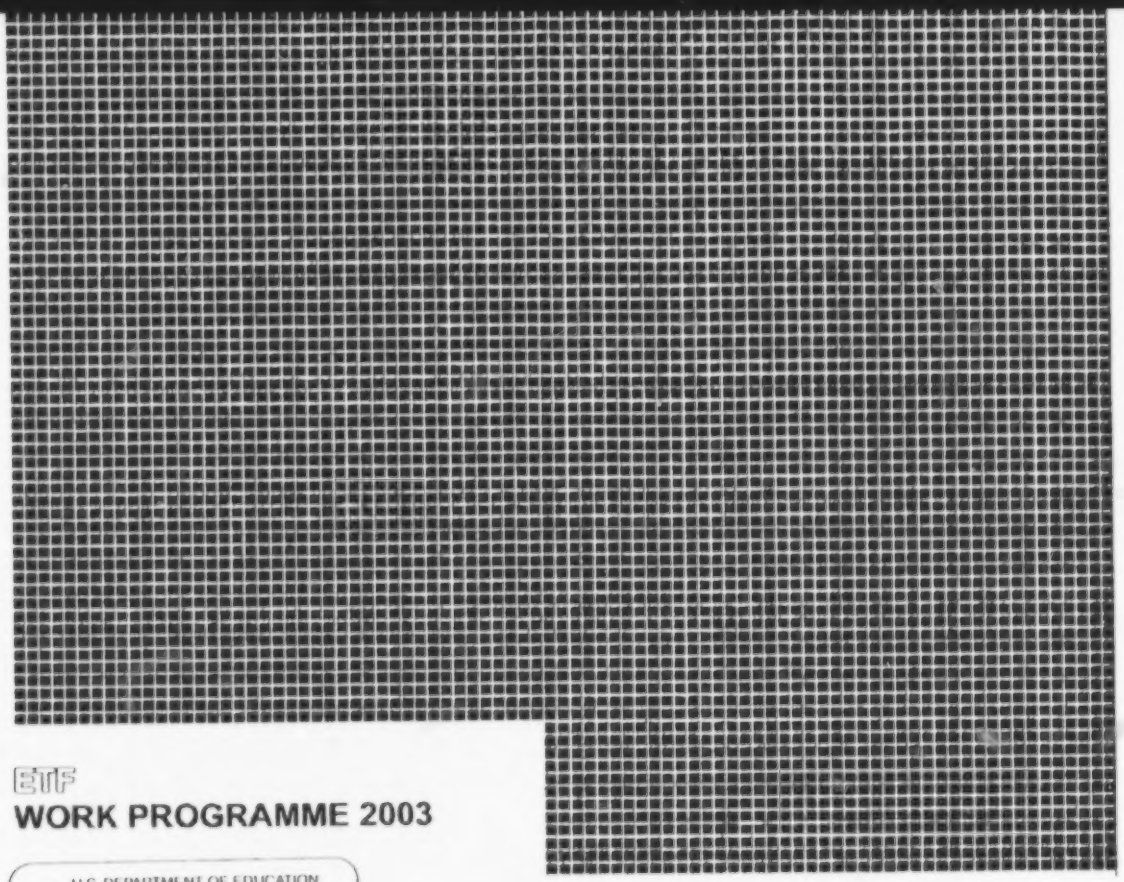

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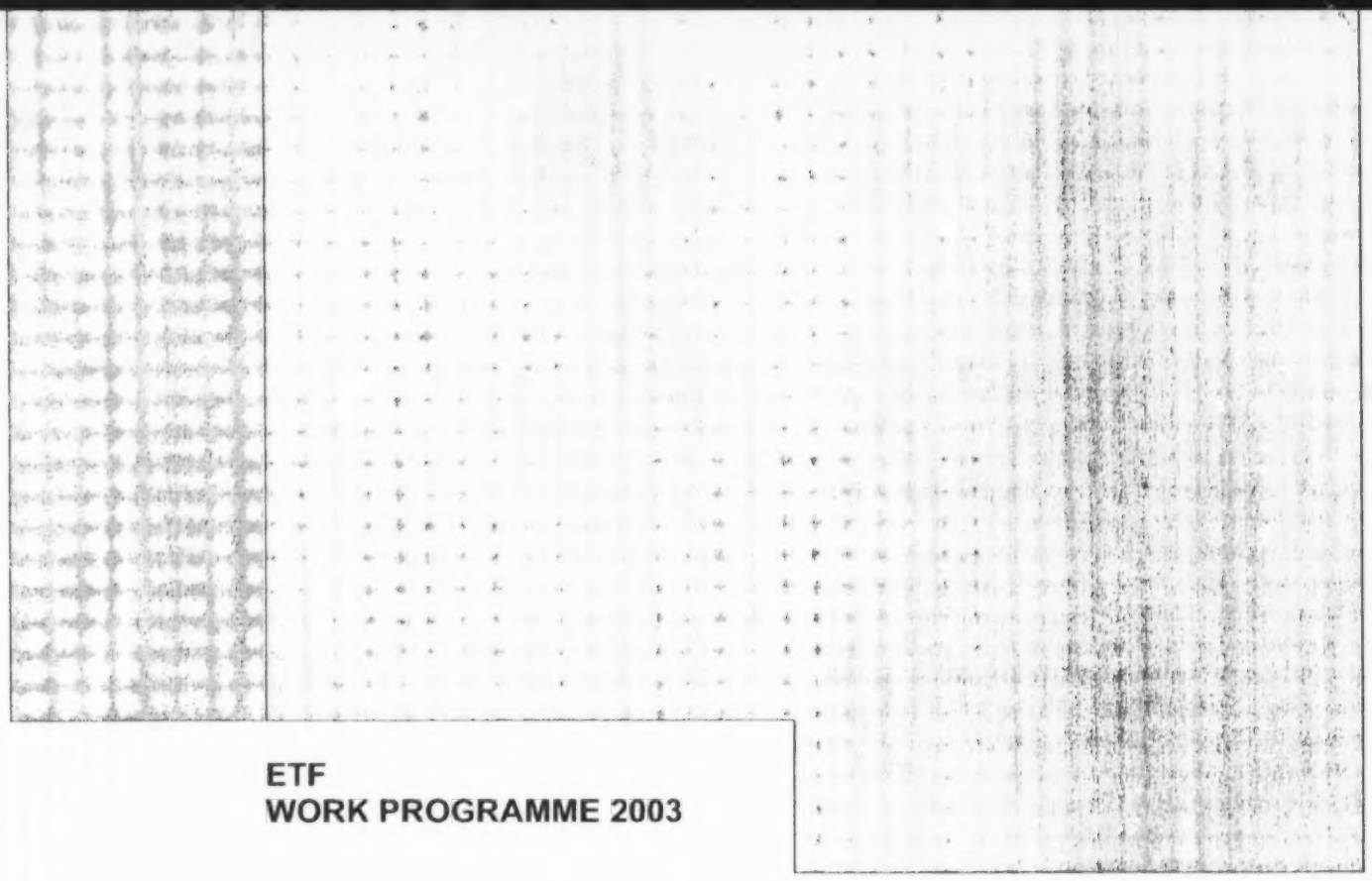

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INTRODUCTION

THE ETF

The European Training Foundation (ETF) supports the reform of vocational training in its partner countries within the context of European Union external relations programmes.

Through programmes such as MEDA, CARDS, Tacis and Phare, the Community seeks to promote its external policy objectives and to convey the value which can be added by the European approach. This recognises that investing in people and developing a country's human resources is of paramount importance not only for successful economic development but also for employment, social cohesion and stability.

Working within the context of these programmes, the ETF supports the Commission by facilitating the reform of vocational training in its partner countries and territories. The ETF also promotes access to European expertise and practices in human resource development in general and the European Employment Strategy in particular.

Activities cover four main groups of countries across three continents: the Mediterranean partners[1]; the countries of the Western Balkans[2]; the New Independent States and Mongolia[3]; and the future Member States[4] of the European Union.

The ETF is thus a centre of expertise for the development of training and skills in the context of EU external aid to third countries and offers:

- in-depth know-how and experience in labour market related vocational training and lifelong learning issues;
- insight into those political, social and economic dimensions which are relevant for the development of training systems in third countries; and,
- experience of the project cycles of EU external relations programmes.

The ETF also provides technical assistance to the Commission for the Tempus programme in the field of higher education.

THE CONTEXT

During 2003, the context in which the ETF operates will continue to evolve as a consequence of developments in the European Union and partner countries.

The quality and performance of vocational education and training are central to achieving the goal set at Lisbon for Europe to become the most competitive and dynamic knowledge-based society in the world by 2010. Similarly, the conclusions of the Barcelona Council demand that Europe must become a world reference point for

1 Morocco, Algeria, Tunisia, Egypt, Jordan, Israel, the Palestinian Authority, Lebanon, Syria, Turkey, Cyprus and Malta. The latter 3 countries are future Member States of the European Union and as such are covered by the ETF's activities for future Member States (see 4 below).

2 Albania, Bosnia and Herzegovina, Croatia, Federal Republic of Yugoslavia, Former Yugoslav Republic of Macedonia.

3 Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine, Uzbekistan and Mongolia.

4 Also known as the Candidate Countries: Bulgaria, Czech Republic, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovak Republic, Slovenia and Turkey.

education and training by the same date. As a key element of this challenge, a new process of increased co-operation in vocational education and training has begun this year, involving Member States and candidate countries.

These strategic developments in the European Union will impact not only on present and future Member States but will also have a significant effect on partner countries in the Western Balkans which are on the long road to accession to the European Union. Each partner country will need to address the critical issues of quality and the transfer of qualifications and skills between sectors and countries - a pre-condition for lifelong learning and increased mobility.

Fundamental changes are also evident in the future Member States and other partner countries as a consequence of the transition to market economy arrangements which continue to impact on labour markets and vocational and training systems.

At the same time the European Union is addressing issues of stability and security by deepening and extending dialogue and cultural exchanges to foster understanding between different peoples and cultures. To further this objective, the scope of the Tempus programme will be widened to include eight new partners in the Mediterranean region and the technical assistance to this programme provided by the ETF will extend accordingly.

In the past the ETF has responded to requests articulated by a number of Commission Directorates General (Education and Culture; External Relations; Enlargement; Employment) and the EuropeAid Cooperation Office. Increasingly, however, EC Delegations in each partner country will assume a greater degree of responsibility for the management of EU external assistance. Furthermore requests for ETF support will come directly from the Delegations within the partner countries. As a consequence of this de-concentration the ETF will need to engage with a far greater number of players in order to assess accurately, and then meet, the needs for its services.

During 2002 the ETF put a considerable amount of energy into a major change exercise in order to position itself to be able to develop further as a centre of expertise and also to respond positively to the forthcoming changes and developments outlined above. An external evaluation of the ETF commenced in early 2002, under the auspices of the Commission, the results of which will be the subject of a Commission Communication to the European Parliament and Council in late 2002. The outcomes from both of these initiatives will place the ETF in an even better position to be able to implement effectively the activities proposed for 2003.

1. ETF ACTIVITIES IN 2003

Because of the wide differences both within and between the four regions in which the ETF operates there is a corresponding diversity of needs. For this reason the ETF does not offer standard products or services but provides a "tailor-made" approach to each individual region and partner country, whether this be in the form of policy advice or help in piloting development activities. For the sake of transparency, ETF services are categorised under three major headings as follows:

1.1 SUPPORT TO EU PROGRAMMES AND DISSEMINATION OF EU POLICIES

As a centre of expertise and agency of the European Union, the principal role of the ETF is to prepare for and respond to requests for support from the Commission. This assistance and advice is usually delivered at one or more of the following stages of the project cycle: analysis of needs; programming; project identification, design and appraisal, monitoring of the content of activities; evaluation and assessment of impact; and dissemination. ETF services are provided to four Directorates General within the European Commission (External Relations; Enlargement; Employment and Social Affairs; and Education and Culture, the ETF's DG *de tutelle*) to EuropeAid and to EC Delegations.

1.2 PROVISION AND ANALYSIS OF INFORMATION AND DATA IN SUPPORT OF THE COMMISSION AND PARTNER COUNTRIES

The ETF supports the development of information and analysis on labour market-related vocational training in partner countries which meets international standards. The principal network for the provision of information and analysis is the ETF's network of National Observatories which operates throughout the future Member States, Western Balkans and the NIS region and which is linked to the ETF's Advisory Forum. In 2003, the ETF will continue to broaden this

network to include the Mediterranean region as well. According to the needs and capacities within each region, the ETF will also focus on reinforcing international information gathering and analysis on a long-term basis within its partner countries. This will be achieved by strengthening the capacities and outputs of national institutions to provide Observatory services such as the assessment of vocational training, links to the labour market, and co-ordination of national stakeholder networks.

The ETF also uses National Observatories to disseminate structured information and analysis of EU and Member State approaches and best practice in the field of vocational training.

1.3 DEVELOPMENT ACTIVITIES

In each region a small number of activities will take place to pilot or prepare the ground for more substantial measures at a later stage. It is through such development activities that the ETF encourages and supports partner country innovation across the wide range of issues associated with economies and labour markets in transition. The outcomes from these "test bed" initiatives are also intended to contribute to the stock of knowledge within the ETF and thus further its development as a centre of expertise.

In 2001 the ETF put in place a number of initiatives in order to increase its investment in possible future activities in order to prepare for and respond to future demands from the Commission. The activities of these "Focus Groups" also develop in-house competence and benefit from the external experience and expertise needed to support the future reform processes in partner countries. In 2003, the work of the Focus Groups will contribute to the following five priority areas of work:

- vocational training in the context of lifelong learning;
- labour market reform and vocational training;
- the organisation and content of vocational training learning processes (including teacher and trainer training);
- skills for enterprise development; and
- vocational training and higher education.

Further details of Focus Group activity can be found in Table 5.

1.4 ADVISORY FORUM ACTIVITIES IN 2003

Each Advisory Forum has a three-year life. During the first two years the members, drawn from each partner country, Member State as well as international and social partner organisations, meet in four regionally-based groups (North Africa & Middle East; Western Balkans; the former Soviet Union and future Member States). In 2003, the third and final year of the current Forum, it will meet in plenary in Turin within the context of a major conference (see Table 5) to:

- review vocational training reform experiences in partner countries and regions since 1995;
- identify the challenges in labour market and vocational education and training reform during the post-2003 period;
- analyse the links between EU human resource and employment developments and partner country labour market related vocational training policies; and,
- provide information for possible activities in the partner countries in the future.

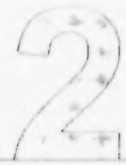
1.5 ACTIVITIES SUPPORTED BY THE ITALIAN GOVERNMENT

A Trust Fund has been set up by the Italian Government within the Framework Agreement 2000 between the ETF and the Italian Ministry of Foreign Affairs (Directorate General for Cooperation). This will provide additional funding for a number of ETF activities (see Tables 1-5).

1.6 REGIONAL ACTIVITIES

The following section provides a brief description of the activities to be carried out in 2003 in the regions in which the ETF operates. An outline of this information, including proposed financial and human resources, is presented in Tables 1-5. Further details of individual activities can be found on the ETF's website: www.etf.eu.int

2. MEDITERRANEAN REGION



Within the Euro-Mediterranean partnership, started in 1995 in Barcelona by the 27 EU Member States, partner countries and territories, responsive and efficient training systems together with well functioning labour markets have a major role to play in both the economic and social development of the countries in the region.

The European Union works with its Mediterranean partners to achieve a shift from pre-dominantly supply-led to demand-led approaches both for initial and continuing education and training systems. These specific objectives are contained within the mid-term country strategies and Indicative Programmes developed by the European Commission.

Against this background and in support of these strategies, ETF activities in 2003 in the Mediterranean region will contribute to the mid-term action plan as outlined in the 'Rolling Framework for ETF action in the Mediterranean Region 2002-2004'.
In particular, the ETF will pay greater attention to the role which training can play in local development, and will support the development of comprehensive labour markets in the region.

2.1 SUPPORT TO EU PROGRAMMES AND DISSEMINATION OF EU POLICIES

The ETF's support of the operational needs of the European Commission will take place against the background of decentralisation of a number of functions to the EC Delegations in each partner country. While the full impact of this decentralisation process will emerge gradually over the 2002-2003 period, the ETF will need to adapt its approaches to meeting the technical needs of EC Delegations. In particular, the potential benefits of a shared approach to vocational training and labour market issues will be strengthened by a first meeting of the Mediterranean region EC Delegations on this issue to be organised by EuropeAid in 2003.

The ETF can expect to be asked to provide:

- an update of the current stocktaking of Mediterranean partner vocational education and training systems. Where relevant, this will be extended to

employment and local development issues. Such a background analysis, together with a comparative study on wider labour market needs, will be also be carried out in Yemen. Although Yemen is not a Mediterranean partner it must address a range of similar issues; during this particular exercise the ETF will work closely with the Commission services in Amman.

- continued reinforcement of partner country capacities to develop and implement successful reforms, in particular through the exchange of good practices. Particular attention will be paid to the key role of employment services and other active labour market policies and to training activities within social funds and local development. The ETF's support for the introduction of an apprenticeship system in the Syrian vocational training system will reach its final phase and the results will inform future EU intervention;
- specific feasibility and identification analyses to help the Commission to prepare for other projects in Syria and support to the early launch of vocational training/labour market projects in Morocco, Egypt and Algeria;
- technical analyses which provide the Commission with lessons and good practice which will underpin the development of future activities. The focus for such analyses is likely to be:
    - stocktaking of training activities in the capacity building components of social funds,
    - a comparative study of the diverse methodologies used by the different donors in vocational training and labour market projects in Mediterranean partner countries, and
    - comparative vocational training and labour market strategies which have been developed by the Mediterranean partners themselves.

Following initial discussions with DG EAC and with EuropeAid about promoting greater dialogue between cultures, the ETF will support the increased dissemination of products and good practice from the Community's Leonardo da Vinci programme. A MEDA-Member State conference will be held on 4 November.

The ETF will also develop a series of methodological tools to assess the effects of the range of reform projects in any particular country.

Within the framework of the Association Agreements the ETF will continue the support to the Commission already provided in 2002 to establish a political dialogue around training and labour market related issues with selected Mediterranean partner countries. The ETF will make available its experience of fostering multi-country dialogue in the Mediterranean environment (and in particular the development of an Observatory network) to the Commission in order to help to implement future MEDA funded regional projects on vocational training and labour markets.

To build quality into MEDA projects, the ETF, together with EuropeAid services, will construct an open register of vocational training and labour market experts with recognised knowledge of Mediterranean region issues who are available to carry out tasks in the implementation of MEDA projects.

2.2 PROVISION AND ANALYSIS OF INFORMATION AND DATA IN SUPPORT OF THE COMMISSION AND PARTNER COUNTRIES

Following the current initial stocktaking phase, the ETF's multi-annual strategy of reinforcing the capacity of partner countries to monitor and steer training systems to respond to the labour market (the "Observatory" function) will enter its second phase. The pilot network and capacity building exercises already established in Algeria will inform the design of similar actions which will be tailored to the needs of other Mediterranean partners. At the same time a long-term regional exchange to promote convergence between Mediterranean partners and the European Union will be launched. These actions (including the development of the MEDSTAT project) will complement and support the development of future MEDA funded initiatives in this area of work.

2.3 DEVELOPMENT ACTIVITIES

Development activities in the Mediterranean region aim to increase the understanding of the key issues for future developments in vocational training and labour market systems. Within this framework, the ETF will complete its analysis of systems and arrangements to promote and deliver continuing education and vocational training in the Mashreq region[5] in 2003 in an exercise parallel to that which started in 2002 in the Maghreb region[6].

Finally, together with the World Bank, the ETF will complete an analysis of those issues peculiar to the Mediterranean region vocational training and labour markets. Amongst these will be the role and place of the informal economy in relation to the vocational training and labour market systems, and models of governance which can be adapted to Mediterranean partner vocational training conditions.

Wherever possible, the ETF will continue to collaborate with other bilateral and multilateral donors in close cooperation and co- ordination with the Commission's services.

5 The Mashreq countries and territories in which the ETF operates are Egypt, Jordan, Israel, the Palestinian Authority, Lebanon, Syria, and Turkey.

6 The Maghreb countries in which the ETF operates are Morocco, Algeria and Tunisia.

3. WESTERN BALKANS

The ETF will continue to work within the context of the draft "Rolling Framework for ETF action in the Western Balkan region 2003-2005". The main objective is to strengthen national capacity so that vocational training and labour market reform programmes can be developed and implemented effectively. The ETF's work will be guided by two principles: the promotion of regional co-operation; and preparation for pre-accession. Activities in 2003 will focus on the following objectives.

3.1 SUPPORT TO EU PROGRAMMES AND DISSEMINATION OF EU POLICIES

Increased attention will be given to supporting the Commission within the framework of the CARDS Programme in the development of national and regional programmes in the area of vocational education and training and labour market reform. The ETF will also offer content-related support in the monitoring, evaluation and dissemination phases of EU programmes, to enhance the sustainability of the reforms and identify areas for future assistance. The ETF will also contribute to the development of a knowledge management system of good practice in the EU which will also be of use for the Western Balkans.

In addition to running vocational training projects in Bosnia and Herzegovina, fYROM and Montenegro, in 2002 new CARDS projects were identified in the fields of vocational education and training (Croatia, Albania) and employment policy (Serbia, Kosovo and fYROM). The ETF has already provided support to both the Commission and the European Agency for Reconstruction and this will continue in 2003 with new projects planned for Albania, Kosovo and Serbia.

3.2 PROVISION AND ANALYSIS OF INFORMATION AND DATA IN SUPPORT OF THE COMMISSION AND PARTNER COUNTRIES

The ETF will invest further in the capacity building of National Observatories to help

support labour market analyses and vocational training reform policy assessments. By the end of 2002 the ETF will have finished a first round of peer reviews of vocational training policy in Albania, Croatia, Kosovo, Serbia and Montenegro. In 2003 a second round will involve Bosnia and Herzegovina, fYROM, Bulgaria, Romania and Turkey. Peer reviews will also focus on assessing the impact of reform to date and, where appropriate, will transfer good practice across the region. Review work will be combined with the integration of local experts into international expert networks to promote the development of expertise and co-operation across the region.

Follow-up activities to the peer reviews will include national and regional workshops and seminars to disseminate the experience of vocational training reform from within and outside the region. In addition, the ETF will invest in the further expansion and improvement of its various information dissemination tools such as brokering, publications, electronic discussion groups, and dedicated geographical and thematic areas on the ETF websites.

3.3 DEVELOPMENT ACTIVITIES

The ETF will initiate and support joint projects, staff development actions and the involvement of experts in assessment and review from outside and inside the region. These activities will include a deeper co-operation with the South East Europe (SEE) Education Co-operation network established under the Stability Pact. In particular, the transfer of expertise and good practice from within the region and from the EU aims to provide support on the journey towards EU accession.

The ETF will continue to co-ordinate activities for Table 1 and 2 of the Stability Pact. This will include supporting structured information exchange and joint programme development among donors and beneficiary countries through donor workshops and institutionalised networks. The ETF will work closely with the other EU Agencies, such as Cedefop and the European Agency for Reconstruction, and with other international organisations, especially the OECD and the World Bank, which are currently involved in vocational training and labour market activities in the region.

Through studies, workshops and pilot projects on policy issues, the ETF will encourage reflection on current reforms in the EU and OECD countries aimed at improving lifelong learning systems. These activities will also prepare Western Balkan countries for possible access to future EU programmes. Specific areas of awareness raising and mid-term policy development in 2003 will include: adult learning strategies within a lifelong learning perspective; methodologies for training needs analysis for SMEs; the organisation of learning processes and teacher training; and strategies for the development of National Qualification Frameworks.

4. NEW INDEPENDENT STATES AND MONGOLIA

European Union policy in the New Independent States and Mongolia aims to support the transition to a market economy and to reinforce democracy and the rule of law. Within this policy objective, the development of human resources, including education and training, is a significant factor. ETF support to the partner countries of the NIS and Mongolia is provided within the context of the EU policy and is in line with the Tacis Programme, namely in terms of help for administrative reform, support for private sector development, and assistance in addressing the social consequences of transition.

Proposed actions in 2003 are set within the "Rolling Framework for ETF action in the NIS & Mongolia 2003-2005" which sets out how the ETF will try to enhance the relevance, quality and impact of Tacis assistance in the field of human resource development in the region. A particular focus will be the consolidation of ETF products which have been developed over the last few years, and their adaptation and dissemination to the individual partner countries and the region.

Activities listed in Table 3 will be complemented and reinforced by Focus Group development work in priority areas such as labour market reform and skills for enterprise development. Particular attention will be paid to the critical issue of mismatches between the demand and supply of vocational training. Approaches will focus on developing public and private stakeholders and social partner capacities to analyse, structure and articulate the needs of the labour market and then translate these into the delivery of improved education and training.

4.1 SUPPORT TO EU PROGRAMMES AND DISSEMINATION OF EU POLICIES

In addition to providing expertise to the human resource development components of the Tacis 2004-06 Indicative and Action Programmes, the ETF will support Commission services at the identification and quality monitoring stages of the Tacis project cycle in the fields of vocational

training, management training and SME development (see Table 3). On request, support will also be provided for the development of project outlines in priority areas (e.g. "e-skills") or regions (e.g. Kaliningrad) for the Commission. The ETF is also available to Commission services for contributions to the new Tacis Strategy for Central Asia.

A methodology to assess the long-term impact of management training will also be developed. Other quality support measures and methodologies in a number of key thematic areas related to human resource development can be provided to Commission services if necessary.

Direct support to Tacis project cycle management will be complemented by a small number of ETF initiatives to reinforce the capacities of policy makers and other key stakeholders – both at national and regional level – to design and implement vocational training reform policies and programmes in response to rapidly changing economic requirements. This capacity building will be achieved through policy advice, consolidation and customised dissemination of training packages for vocational training practitioners which have been developed in previous ETF projects. Priority will be given to those countries which, following the enlargement of the EU, will share a border with the new members.

4.2 PROVISION AND ANALYSIS OF INFORMATION AND DATA IN SUPPORT OF THE COMMISSION AND PARTNER COUNTRIES

The NIS and Mongolia have little reliable and structured labour market and vocational training data and exposure to best practice and relevant international experience has been limited. The ETF will therefore continue to provide support to the network of National Observatories and aims to improve the quality and focus of services provided. National Observatories will be encouraged to enlarge the scope of their products and services, and their range of clients, including local authorities, employers and social partners.

The network of National Observatories in the region will also play a central role in establishing dissemination strategies based on the priorities for vocational training modernisation in respective countries, and the related needs of policy makers and social partners. Awareness of EU employment policies and lifelong learning principles for the development of knowledge-based societies will also be raised.

4.3 DEVELOPMENT ACTIVITIES

The EU strategy for Central Asia and the Caucasus underlines the need to develop long-term global approaches which incorporate poverty reduction policies. Poverty alleviation is also high on the agenda of a number of other major international organisations and donors and there is an increasing focus on education and training as effective tools for social inclusion and local development. This is especially relevant for most of the NIS as a result of the deterioration of standards of living, the increase in poverty levels and unemployment.

The ETF will develop an initiative which aims to identify effective training strategies for poverty alleviation. In 2003 this will focus primarily on Kazakhstan, Kyrgyzstan and Uzbekistan, in line with the EU strategy for Central Asia, and will address the need for the increased integration of co-operation at a regional level. In 2004 this initiative will be extended to Armenia and Georgia.

In addition, the ETF will complete the development initiative on entrepreneurship in education and training launched in 2001. This activity aims to promote entrepreneurial approaches to curricula, teacher training and its organisation in education institutes.

Wherever possible, the ETF will collaborate with other international bodies and donors active in the region and work in close co-operation with Commission services.

5. FUTURE MEMBER STATES

5

A number of current candidate countries have a short-term perspective with regard to accession to the European Union, within a timetable to be confirmed in December 2002. The ETF, in close co-operation with the European Commission, Cedefop and Eurydice, will continue to help to familiarise these countries in the human resources development policies in the EU. Co-operation with Cedefop and Eurydice will take forward the activities started in 2001 and 2002, and will also focus on the areas of social partnership and vocational guidance and counselling (for details of these activities, see Annex 1).

The ETF will continue to concentrate its support on Bulgaria, Romania and Turkey - as priority countries. Current experience of the process of accession of the future Member States will be cascaded to the countries of the Western Balkans to raise awareness of the implications of possible future inclusion in Community programmes and of potential accession.

5.1 SUPPORT TO EU PROGRAMMES AND DISSEMINATION OF EU POLICIES

The ETF has recently completed a series of monographs[7] on behalf of Employment and Social Affairs. These help DG Employment to monitor and assess the progress of the countries in implementing those priorities that had been identified in the Joint Assessment Papers for employment policy. The monographs have also identified critical areas for the future intervention using the Structural Funds.

The ETF will continue to update its *Review of progress in vocational training reforms* in Bulgaria, Romania and Turkey to provide an input to the regular annual reports drawn up by DG Enlargement. The *Reviews* track the progress of the future Member States towards accession in the fields of vocational training and the labour market.

7 Monographs have been completed for: Cyprus, Czech Republic, Estonia, Hungary, Lithuania, Malta, Poland, Slovak Republic and Slovenia.

The familiarisation of future Member States with EU policy developments will focus in 2003 on: the follow-up to the Commission's Communication on Lifelong Learning, including the process of increased co-operation in vocational education and training, involving Member States and candidate countries; and the integrated approach being taken in respect of the Work Programme 2010 on the follow-up of the objectives of education and training systems in Europe. Together with Cedefop, the ETF will contribute to the provision and diffusion of information on policy developments at Community level, especially in the candidate countries.

The ETF will continue to provide expertise and information on the Phare programming cycle, especially in Bulgaria, Romania, and Turkey.

Finally, the ETF will continue to contribute to raising the capacities for the management of ESF-type measures through the institution building project in Bulgaria, Romania and Turkey and also support the preparatory measures for the Leonardo da Vinci programme in Turkey. The ETF will remain involved in supporting the Commission in EU funded projects in Bulgaria, Romania and Turkey. These will include peer reviews, which follow the OECD's Review of Education methodologies, to assess the progress and identify critical issues in the implementation of vocational training policies. Clear agreements about the ETF's involvement have been established with the EC Delegations in each of the future Member States.

5.2 PROVISION AND ANALYSIS OF INFORMATION AND DATA IN SUPPORT OF POLICY DEVELOPMENT BY THE COMMISSION AND PARTNER COUNTRIES

The ETF will co-operate with Cedefop and Eurydice to provide basic information on education and training systems in the candidate countries. The ETF is working in close co-operation with Cedefop to facilitate the candidate countries' familiarisation with their work, for example in preparing the possible inclusion of the National Observatories in the Cedefop network of reference and expertise. Observatories will follow the new reporting guidelines used for reporting developments in Member States that have been prepared in co-operation with Cedefop.

In particular, Observatories will produce regular updates on vocational training systems and co-operate with the Eurydice network, both in extending a survey on lifelong learning good practice to the future Member States, and in developing common indicators.

5.3 DEVELOPMENT ACTIVITIES

The ETF will continue to consolidate and further develop its expertise to support and facilitate the familiarisation of the future Member States with EU policy developments within the lifelong learning context.

The ETF will seek to further develop future Member States' understanding of the validation of non-formal and informal learning; transparency of qualifications; quality of vocational training; and vocational guidance and counselling. In close co-operation with Cedefop, the ETF will also help the countries to align their policies with the action frameworks in the above areas for future agreement at EU level.

The ETF will also co-operate with Cedefop to raise the awareness of social partners in future Member States especially about the key issues and recommendations identified within the "Framework for action for the lifelong development of qualifications and competences" agreed in March 2001 by the European social partners.

Finally, the ETF will capitalise on the pre-accession experience of the future Member States and use it whenever appropriate as a valuable input to the development activities planned in other regions, in particular in the countries of the Western Balkan region.

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Table 1 – Region: Mediterranean

Activity N°	Partner countries	Activity Title	Total HR	ETF budget 2003	Start/End year
Support to EC programmes and dissemination of EU policies					
C. 1	All Mediterranean partners	EC Delegations meeting on HRD issues	0.25	p.m	2003
C. 2	Depending on EU priorities & Yemen	Stocktaking of VET/labour market situation in the Euro-Mediterranean area	0.65	50,000	2003-2004
C. 3	All Mediterranean partners	Partner country capacity building (inc. last phase of Syrian apprenticeship modalities introduction)	0.4	250,000	2003
C. 4	Syria, Morocco, Egypt, Algeria	Support to MEDA project design and launch phases	1.0	50,000	2003-2004
C. 5	All Mediterranean Partners	Assistance in the development of sector strategies on VET/labour market and social funds.	0.75	80,000	2003-2004
C. 6	Tunisia, Israel & other countries as required by DG RELEX	Support to implementation of Association Agreement in training and labour market related issues	0.25	50,000	2002-2004
C. 7	All Mediterranean partners	Ad-hoc European Commission requests	0.5	50,000	2003
C. 8	All Mediterranean partners	MEDA conference (November) and support to dissemination of Leonardo da Vinci experiences as part of fostering cultural dialogue in the Mediterranean region	0.2	30,000	2003-2004
		Total	**4.0**	**560,000**	
Provision and analysis of information and data					
C. 9	All Mediterranean partners	Capacity building action aiming to reinforce national capacity to analyse and anticipate labour market skills needs – SCALED DOWN	1.5	165,000	2003-2004
C. 10	All Mediterranean partners	Networking actions to promote convergence of approaches and compatibility of products[8] – SCALED DOWN	0.5	70,000	2003-2004
		Total	**2.0**	**235,000**	

[8] Supported with Euro 120,000 from the Italian Trust Fund.

Activity N°	Partner countries	Activity Title	Total HR	ETF budget 2003	Start/End year
Development Activities					
C. 11	3 Mashreq countries only	Continuing education and vocational training system developments (2nd Phase) – SCALED DOWN	1.5	60,000	2002-2004
C. 12	All Mediterranean partners & Yemen	Joint analysis with World Bank on governance, social partnership and informal sector issues[9]	0.5	80,000[10]	2002-2004
C. 13	All Mediterranean partners	Co-operation with other donors	p.m	p.m	2003
C. 14	All Mediterranean partners	Training strategy for poverty alleviation: methodological shadowing[11] of work in the Tacis region	p.m	p.m	2003-2005
		Total	**2.0**	**140,000**	
	1 x Head of Department; 1 x Secretary	**Total**	**2.0**		
		Grand total	10.0	935,000	

9 This is the second phase of a study already started in 2002. This activity complements the initiative " Training strategy on poverty alleviation in the Tacis region".

10 Other donor contributions to the second phase (World Bank and World Bank Institute) are estimated at € 390,000. ETF contribution from Title I (staff and mission costs) is estimated at € 35,000. The contribution to the first phase carried out in 2002 was a similar amount.

11 Parallel activity to c29 (NIS & Mongolia).

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Table 2 – Region: Western Balkans

Activity N°	Partner countries	Activity Title	Total HR	ETF budget 2003	Start/End year
Support to EC programmes and dissemination of EU policies					
C. 15	All Western Balkan countries	Country progress reports on VET and labour market reform	0.4	p.m	2003-2004
C. 16	All Western Balkan countries	Support to EC project cycle	2.7	70,000	2003-2004
C. 17	Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia	Peer reviews of implementation of VET policy, followed by staff development actions (joint project with C.32)	0.6	100,000	2003-2004
		Total	**3.7**	**170,000**	
Provision and analysis of information and data					
C.18	All Western Balkan countries	Services from Observatories – SCALED DOWN	1.4	255,000	2003-2004
		Total	**1.4**	**255,000**	
Development Activities					
C.19	All South Eastern European countries	Organisation of learning processes and teacher training – SCALED DOWN	0.7	135,000	2003-2004
C.20	Selected countries	Accession orientation: adult learning strategies in the context of lifelong learning – SCALED DOWN	0.6	80,000	2003-2004
C.21	Selected countries	Accession orientation: national qualification frameworks – SCALED DOWN	0.6	80,000	2003-2004
C.22	Selected South Eastern European countries	Accession orientation: development of skills for SMEs[12] – SCALED DOWN	0.5	80,000	2003-2004
		Total	**2.4**	**375,000**	
	0.5 x Head of Department; 1 x Secretary	**Total**	**1.5**		
		Grand total	9.0	800.000	

12 Supported with Euro 120,000 from Italian Trust Fund.

Table 3 – Region: New Independent States and Mongolia

Activity N°	Partner countries	Activity Title	Total HR	ETF budget 2003	Start/End year
Support to EC programmes and dissemination of EU policies					
C. 24	Armenia, Belarus, Kazakhstan, Kyrgyzstan, Russian Fed., Ukraine, Uzbekistan	Support to the Tacis programming and project cycle	2.2	70,000	2003
C. 25	All	Expertise provision to Commission services for quality support measures, strategies and methodologies	0.3	p.m.	
C. 26	Russian Federation, Ukraine, Moldova, Belarus	Strengthening of national and regional stakeholder capacities in the design and implementation of VET reform strategies and programmes - knowledge consolidation and dissemination	1.2	250,000	2003-2004
		Total	**3.7**	**320,000**	
Provision and analysis of information and data					
C. 27	All, except Azerbaijan and Turkmenistan	National Observatories – SCALED DOWN	1.8	410,000	2003
		Total	**1.8**	**410,000**	
Development Activities					
C. 28	Russian Federation, Ukraine	Entrepreneurship in education and training – SCALED DOWN	0.5	80,000	2001-2003
C. 29	Central Asia	Training strategies for poverty alleviation[13]	0.5	70,000	2003-2004
		Total	**1.0**	**150,000**	
	1 x Head of Department, 1 x Secretary	**Total**	**1.5**		
		Grand total	8.0	880,000	

13 Parallel activity to c14 (MEDA).

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Table 4 – Region: Future Member States

Activity N°	Partner countries	Activity Title	Total HR	ETF budget 2003	Start/End year
Support to EC programmes and dissemination of EU policies					
C. 30	All countries	Support to the Commission (see section 2.4)	2.3	130,000	
C. 31	Bulgaria, Romania, Turkey	Review of progress in VET reform	0.3	p.m	
C. 32	Bulgaria, Romania, Turkey	Peer review of the implementation of VET policy (joint project with C.17) – SCALED DOWN	0.6	100,000	2003-2004
C. 33	Bulgaria, Romania, Turkey	Institution building in Bulgaria, Romania and Turkey	0.5	150,000	2002-2004
C. 34	Turkey	Leonardo da Vinci preparatory measures	0.1	Phare budget	
		Total	**3.8**	**380,000**	
Provision and analysis of information and data					
C. 35	All countries	National Observatories follow up, including key indicators – SCALED DOWN	1.5	240,000	
		Total	**1.5**	**240,000**	
Development Activities					
C. 36	All countries	Activities include implementation of co-operation programme with Cedefop and Eurydice	1.2	150,000	
		Total	**1.2**	**150,000**	
	0.5 x Head of Department, 1 x Secretary	**Total**	**1.5**		
		Grand total	8.0	770,000	

Table 5 – Developing and consolidating ETF Expertise – transversal activities and Advisory Forum

The ETF will continue to consolidate and further develop its expertise. To this end five Focus Groups will take forward work which started in 2001 (see section 2). The remit of these Groups is to:

- provide capacity building to country managers in the different departments responsible for particular activities;
- help to prepare "ETF approaches" which provide a framework within which particular themes can be applied in partner countries;
- contribute to the development of ETF staff by deepening knowledge and awareness of sources of external expertise;
- disseminate the expertise developed through development projects across the ETF.

Focus Groups will operate as follows:

Activity N°	Partner countries	Activity Title	Total HR	ETF budget 2003	Start/End year
C. 37	All countries	Vocational training in the context of lifelong learning – SCALED DOWN	1.4	30,000	2003-04
C. 38	All countries	Labour market reform and vocational training – SCALED DOWN	1.4	30,000	2003-04
C. 39	All countries	Organisation and content of vocational training learning processes (including teacher / trainer training)[14] – SCALED DOWN	1.4	30,000	2003-04
C. 40	All countries	Skills for enterprise development[15] – SCALED DOWN	1.4	30,000	2003-04
C. 41	All countries	Vocational training & higher education – NOT FUNDED	1.4	p.m.	2003-04
		Total	**7.0**	**120,000**	

Advisory Forum 2003

Activity N°	Partner countries	Activity Title	Total HR	ETF budget 2003	Start/End year
C. 42	All countries	Advisory Forum plenary meeting and Conference – Turin – November 2003	1.0	371,000	2003
		Total	**1.0**	**371,000**	

14 Supported with € 140 000 from Italian Trust Fund

15 Supported with € 120 000 from Italian Trust Fund

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Table 6 – VET Tacis and CARDS conventions

PHARE

Commission Budget line Reference	Country	Commission Contract number	Description	Date signed	Total grant + use of interest approved	Extension for final audit & evaluation	Management
1. Royaumont Project	Multi-Country	B7-700/200/T	Promotion of the culture and practice of social and civil dialogue	07/06/2001	484,869.00	30.06.2003	Centralised
3. MA-97.03	Macedonia	98-0026	Integrated VET in Former Yugoslav Republic of Macedonia	20/02/1998	2,800,000.00	30.06.2001	Centralised
				Total 1	**3,284,869.00**		

TACIS

Commission Budget line Reference	Country	Commission Contract number	Description	Date signed	Total grant + use of interest approved	End of convention (including extension for final audit & evaluation)	Management
7. BI9801	Belarus	00-0281	Civil society development programme contract	20/12/2000	1,250,000.00	31.12.2003	Centralised
6. NOB's 2	Multi-country	00-0038	Tacis National Observatory - Phase 2	29/11/1999	350,000.00	31.12.2002	Centralised
				Total 2	**350,000.00**		
				Total 1 + 2	**3,634,869.00**		

6. THE TEMPUS PROGRAMME IN 2003

6.1 AIM

The Tempus programme began in 1990 and Tempus III, which covers the period 2000 – 2006, is now well into its remit. The programme aims to support transformation processes through targeted assistance to higher education systems in the partner countries. The New Independent States, Mongolia and the countries of Albania, Bosnia and Herzegovina, Croatia, the Federal Republic of Yugoslavia, and the former Yugoslav Republic of Macedonia are currently eligible to participate. In June 2002 the programme was extended to include Morocco, Algeria, Tunisia, Egypt, Israel[16], Jordan, the Palestinian Authority, Syria and Lebanon[17].

Tempus III adopts a "top-down" and "bottom-up" approach by ensuring that all projects clearly correspond to national priorities and involve a range of actors including policy makers, the academic community and civil society at large. Co-operation activities include Joint European Projects (JEPs) and Individual Mobility Grants (IMGs).

6.2 ROLE OF THE ETF IN TEMPUS IN 2003

The ETF provides technical assistance to the Commission in the implementation of the Tempus programme as follows.

6.2.1 CONVENTIONS MANAGEMENT 2002/2003 AND 2003/2004

The ETF will manage the annual CARDS and Tacis conventions for agreed, specific activities related to the Tempus programme. Monitoring of progress on tasks set out in the conventions, technical

16 Because [the state] of Israel does not benefit from MEDA bilateral funds, its participation will be on a self-financing basis.

17 Although Cyprus, Malta and Turkey are covered by the MEDA partnership, Cyprus and Malta already participate in the Socrates programme as part of the pre-accession strategy and Turkey is expected to assume a similar position soon. Therefore, their involvement will be on a self-funding basis.

reports and financial statements will be submitted to DG Education and Culture on a regular basis as required by the convention reporting cycle for 2002/2003 and 2003/2004. A specific Tempus MEDA convention will be agreed with the Commission and also managed by the ETF.

6.2.2 SELECTION

2003 will be the first year in which a full selection schedule and a new approach will be implemented, as proposed by the Commission in agreement with the Member State representatives on the Tempus Committee. There will be a total of four calls for applications each year: one for Joint European Projects (JEP), with an application deadline of 15 December and three for Individual Mobility Grants (IMG), with deadlines of 15 February, 15 June and 15 October respectively. JEP selection will be completed within six months (as opposed to twelve months or more as in the past), while each IMG selection will be finalised within two months (as opposed to twelve months or more as in the past). In addition to the traditional, paper based forms, applicants will be able to use electronic forms for both JEP and IMG applications.

During the first quarter of 2003 the ETF's Tempus Department will deal with the processing and assessment of up to 650 JEP proposals following the December 2002 call. This will also be the first Tempus call for applications which involves partner countries from the Mediterranean region. The JEP call is expected to be completed by June 2003, at which stage some 130 contracts will be prepared and produced. In the second half of 2003 the process used for JEP selection will be analysed in order to develop a more streamlined procedure for the December 2003 JEP selection.

During the course of the year, the three IMG calls are expected to result in the submission of around 1,500 applications, of which around 400 might be funded. The IMG selection process will also be subject to continuous analysis and streamlining, so that despite the large quantity of applications and an extremely tight schedule, a transparent and fair process can be guaranteed.

6.2.3 CONTRACT MANAGEMENT

In 2003 approximately 400 reports from current and completed projects will be assessed by the Tempus Department, starting with projects of the 1999 selection round, and using the external resources granted to it via the conventions. Assessment will focus on the content of planned project activities, progress of ongoing project activities (at the end of each contractual year) and financial management of both planned and completed project activities.

The financial assessment of completed project activities at the end of each contractual year is a protracted procedure which involves the verification of expenses against supporting documentation. Since clarification or copies of missing documents cannot always be obtained from contractors without some delay, this process can take anything from 3 to 5 months per project.

A new audit campaign will be launched during 2003, focusing on CARDS and Tacis final year projects. The assessment of the audit reports will be undertaken by the ETF.

Within the desk monitoring activities, all current CARDS, Tacis and, in due course, MEDA projects will be followed and will receive advice from the different country desks. Further efforts will be made in the field of preventive actions, and providing contractors and consortia with support for reporting and contractual rules.

6.2.4 PUBLICATIONS, INFORMATION AND EVENTS

2003 will be a pivotal year in which Tempus extends its activities to the MEDA region and continues to support the existing partner countries with a wide range of targeted information actions. Given the

growing geographic spread and the need to disseminate information effectively, the use of the new Tempus website will be optimised.

6.2.5 COMPUTER DEVELOPMENTS SUPPORTING SELECTION, MONITORING AND PUBLICATIONS

In order to increase the efficiency of all areas of Tempus technical assistance (selection, monitoring, publications) further computer developments will be implemented. These include the continuous enhancement and maintenance of the Tempus Database (TDB) as the main project follow-up tool, Business Objects as a reporting and decision support system, Lotus Notes for the implementation of e-based application and report forms as well as the maintenance of the Tempus website.

Furthermore, the integration of the Tempus Conventions into SI2 should lead to a streamlined, secure and comprehensive financial management system. Another objective is to link the TDB payment module to the ETF general ledger, in order to provide electronic payment management.

Table 7 – Tempus Technical Assistance

TEMPUS PHARE/CARDS AND TACIS BUDGET AS OF 30-09-2002

Tempus Technical Assistance

	Commission Budget line Reference	Description	Date signed	Total grant	End of Convention	Management
CARDS	Tempus II & III Cards (TA)	Technical Assistance CARDS 2001	27.04.2001	600,000.00	31.12.2002	Centralised
	Tempus II & III Cards(TA)	Technical Assistance CARDS 2002	08.08.2002	700,000.00	31.08.2003	Centralised
			Total 1	**1,300,000.00**		

	Commission Budget line Reference	Description	Date signed	Total grant	End of Convention	Management
TACIS	Tempus II & III Tacis (TA)	Technical Assistance Tacis 2001	27.04.2001	675,000.00	31.12.2002	Centralised
	Tempus II & III Tacis (TA)	Technical Assistance Tacis 2002	08.08.2002	840,000.00	31.08.2003	Centralised
			Total 2	**1,515,000.00**		

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Tempus Projects (JEP, CP, IMG,...)

	Commission Reference	Description	Date signed	Total grant	End of Convention	Management
PHARE CARDS	2002 Tempus III Cards	Tempus CARDS projects	08.08.2002	Amount not yet decided	31.12.2006	Centralised
	2001 Tempus III Cards	Tempus CARDS projects	27.04.2001	14,105,436.00	31.12.2004	Centralised
	2000 Tempus III Cards	Tempus CARDS projects	24.03.2000	7,958,913.00	31.12.2003	Centralised
	1999 Tempus II Phare	Tempus Phare projects	16.03.1999	33,157,570.00	31.12.2002	Centralised
	1998 Tempus II Phare	Tempus Phare projects	31.03.1998	35,377,307.00	31.12.2001	Centralised
	1997 Tempus II Phare	Tempus Phare projects	22.01.1997	60,279,059.00	31.12.2000	Centralised
			Total 3	**150,878,285.00**		

	Commission Reference	Description	Date signed	Total grant	End of Convention	Management
TACIS	2002 Tempus III Tacis	Tempus Tacis projects	08.08.2002	Amount not yet decided	31.12.2006	Centralised
	2001 Tempus III Tacis	Tempus Tacis projects	27.04.2001	21,476,271.00	31.12.2004	Centralised
	2000 Tempus III Tacis	Tempus Tacis projects	24.03.2000	21,323,456.00	31.12.2003	Centralised
	1999 Tempus II Tacis	Tempus Tacis projects	16.03.1999	22,319,507.00	31.12.2002	Centralised
	1998 Tempus II Tacis	Tempus Tacis projects	31.03.1998	21,985,871.00	31.12.2001	Centralised
	1997 Tempus II Tacis	Tempus Tacis projects	22.01.1997	15,068,860.00	31.12.2000	Centralised
			Total 4	**102,173,965.00**		
			Grand total 1+2+3+4	**255,867,250.00**		

7. ACTIVITY BASED BUDGETING 2003

7.1 INTRODUCTION

The Council Regulation (June 2002) on the Financial Regulation of the general budget of the European Communities proposes that the Commission section of the budget should present appropriations and resources by purpose, i.e. Activity-budgeting (ABB), with a view to enhancing transparency in the management of the budget with reference to the objectives of sound financial management and in particular efficiency and effectiveness.

The following activity-based budget of ETF resources for 2003 provides information on the use of the ETF's human and financial resources according to nine different key activities.

7.2 DEFINITION OF ACTIVITIES

The European Commission Guidelines on activity based budgeting indicate 'horizontal' activities, which in the case of the ETF have been defined as follows:

- ***Administrative support*** includes those parts of Finance, Legal, Personnel, Computer and Technical Services, and Information and Communications devoted to the management of the ETF as such, and not to supporting programme operations. The time spent by members of these departments in directly supporting programme operations is included under activities 3-8.
- ***Organisational support*** includes the Directorate, Planning, Monitoring and Evaluation, and a percentage of staff time in Information and Communications. It therefore represents the general management, co-ordination, development, external representation, planning, budgeting, monitoring and evaluation activities of the ETF.
- ***"Transversal Activities"*** includes those activities not directly linked to any particular geographical department. They represent work on the

development of expertise across the ETF on key vocational training and labour market issues which allow the organisation to continue to carry out its role as a centre of expertise.

7.3 DEFINITION OF RESOURCES

7.3.1 ETF BUDGET SOURCE/RESOURCES

This refers to staff time, and the corresponding budgetary resources spent on all ETF activities and the provision of an increasingly varied number of professional services and expertise to partner countries.

7.3.2 CONVENTION BUDGET SOURCE

This refers to resources for activities carried out within the framework of Phare and Tacis vocational education and training conventions.

7.3.3 TEMPUS BUDGET SOURCE/RESOURCES

This refers to human resources used to provide technical assistance to DG Education and Culture in the implementation of the Tempus programme and the corresponding Tempus CARDS, MEDA and Tacis budgets.

7.3.4 STATUTORY/ NON-STATUTORY STAFF

Statutory staff are defined as temporary agents and auxiliaries who replace absent temporary agents. Non-statutory staff comprise experts who are seconded from Member States and local agents. The overall proportion of statutory and non-statutory staff is in line with Commission averages.

7.4 EUROPEAN TRAINING FOUNDATION OPERATIONAL COSTS

The activity-based budgeting philosophy requires that human resources/full-time equivalents (FTEs) are set out in the following tables in budgetary terms, and brought together with the operational budgets calculated according to activities.

In this context it is important to underline that, in developing further into an expertise organisation, staff time is increasingly a resource in itself, and is spent on activities such as policy advice and provision of expertise at the request of the Commission, the Member States and partner countries. These do not involve additional operational expenditure other than mission costs.

The operational resources managed by the ETF have also been quantified according to each of the eight key activities above and are to be found in the following tables.

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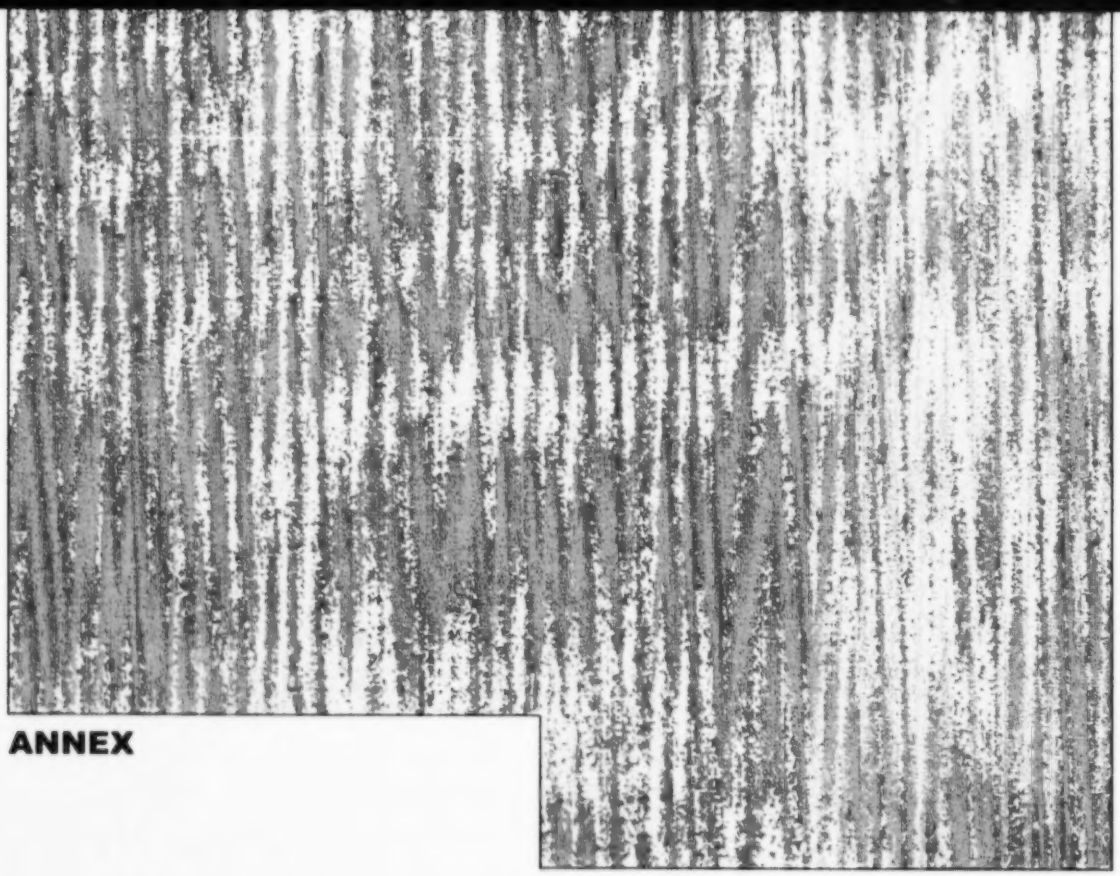
Table 8 – Activity Based Budgeting Projections Year 2003

ACTIVITY	Basic Staff allocation	Total statutory ABB	BUDGETARY RESOURCES euro			
			Staff costs	Administration & infrastructure	Operational costs (missions included)	TOTAL BUDGET
			(Title 1)	(Title 2)	(Title3)	(Title 1+2+3)
Administrative support	31	16.0	1,820,000	1,421,000	26,500	3,241,000
Organisational support	10	10.5	979,000		250,000	1,229,000
Candidate countries	8	10.5	1,000,000		900,000	1,900,000
Western Balkans	9	12.0	1,200,000		1,213,500	2,413,500
Tacis	8	11.0	1,130,000		1,220,000	2,350,000
MEDA	10	12.0	1,200,000		1,380,000	2,580,000
Transversal activities	8	10.0	970,000		150,000	1,120,000
Tempus	20	22.0	2,230,000		110,000	2,340,000
Total	104	104.0	10,529,000	1,421,000	5,250,000	17,200,000
	Missons included as in budget documents		*11,239,000*	1,421,000	**4,540,000**	*Missions excluded as in budget documents*



ANNEX

ANNEX 1 - ETF AND CEDEFOP: JOINT WORK WITH SPECIAL REFERENCE TO CANDIDATE COUNTRIES IN 2003

Introduction

Building on the results of their joint work in 2002, the ETF and Cedefop will continue their co-operation begun in 1997 with their 'Memorandum' and consolidated in their 'Framework for co-operation between Cedefop and the ETF during the enlargement process' (2001)[18].

The following list of activities illustrates the areas in which the two agencies will focus their co-operation in 2003. The presentation below is structured along the two main objectives of co-operation set out in the above-mentioned framework for co-operation between the two agencies, namely:

a) facilitating the participation and involvement of candidate countries in the policy development of the EU in VET during the transition period before accession;
b) preparing candidate countries for full participation in Cedefop activities at the time of accession;
c) information, knowledge management and dissemination.

A. Facilitating the participation and involvement of candidate countries in the policy development of the Community in the field of VET during the transition period before accession

The ETF and Cedefop will support the European Commission in the implementation and monitoring of actions of the Work Programme 2010 on the follow up of the report on the future objectives of education and training systems in the EU as agreed in the Barcelona summit in March 2002. Both organisations will also support the process initiated by the Commission and the Director Generals for Vocational Training in Bruges in 2001 to increase co-operation in European vocational education and training. Both

18 See http://www.CEDEFOP.eu.int/download/current_act/CEDEFOP_etf_0601.doc

social partners and candidate countries will be heavily involved in these integrated processes and participate in the ministers' conference on 29-30 November 2002, where priorities for action are agreed.

More specifically both agencies will continue to work together in the following areas:

- **Lifelong learning (LLL):** Both agencies will co-operate with the European Commission in the preparation of a database of good examples of practice in LLL (including examples from the candidate countries). The development of the database will be based on the priorities, principles and objectives deriving from the Commission Communication and Council Resolution on LLL.
- **Transparency:** ETF together with Cedefop will continue to assist the candidate countries in implementing the action proposals developed by the Transparency Forum (certificate supplements, setting up of national reference points on vocational qualifications, European CV) and bringing them into a single integrated transparency tool.
  ETF and Cedefop will also continue to inform and involve the candidate countries in the pursuit of the European inventory concerning initiatives of validation of non-formal and informal learning and of a European credit transfer system for vocational education and training.
- **Quality in VET:** candidate countries will be supported to follow the recommendations deriving from the work of the Forum on Quality, taking into account the outcomes of the conference on quality organised by the Danish Presidency in September 2002 together with the conclusions of the policy conference on increased co-operation in VET in June 2002.
- **Guidance and counselling:** Building on the related survey carried out in 2002, the ETF and Cedefop will co-operate with the European Commission with a view to supporting candidate country participation in European co-operation and exchange regarding the development of common policy approaches to the provision of lifelong guidance services at both European and national levels.

B. Preparation of the candidate countries candidate countries for full participation in Cedefop at the time of accession

- **Reporting**: Preparation for the integration of the candidate countries, through the ETF National Observatories (NOs), into Cedefop's network of reference and expertise (REFER) will be carried out gradually as a joint project in the run-up to their accession in 2004. 2003 will be a year of preparation including use of the new thematic reporting approach by NOs. The two agencies and Eurydice will continue to work closely together in order to ensure the compatibility of the reporting structures. This work will be closely connected with the preparation of a knowledge management system in education and training for reinforced monitoring and exchange of good practice (see below)
- **Statistics and indicators**: The ETF and Cedefop will continue to be involved in the methodological work launched by the European Commission regarding the development of appropriate indicators (e.g. in the fields of LLL, quality of VET, follow-up of the Work Programme 2010). Should the project of collection of key data on VET be resumed in 2003, this will include the candidate countries.
- **Teachers and trainers**: Drawing on the outcomes of the conference organised jointly by the two agencies in co-operation with the Danish presidency of the EU on 21 and 22 November 2002 in Denmark, continuing assistance will be provided to prepare the candidate countries for active and full participation in Cedefop's TT network upon accession. The candidate countries will develop a road map for their integration into this TT-net during the conference.
- **E-learning**: The ETF and Cedefop will focus their co-operation on the VET related aspects of the Commission's e-learning Action Plan and seek to

promote the integration of the candidate countries in the implementation of this plan. The outcomes of the Cedefop survey on e-learning for which the ETF has provided data on the candidate countries will be used to define concrete follow up activities. Links will be established between the new e-learning web-site in Cedefop's ETV and the ETF web-site specifically as regards candidate countries' national reports and further information concerning e-learning.

- **Social Dialogue**: The ETF and Cedefop will work together with the aim of promoting the participation of social partners from candidate countries in the implementation of the "Framework of actions for the lifelong development of competencies and qualifications" agreed between the European social partners in 2002. In this context, the ETF in co-operation with the Greek Employers' Association will organise a conference during the Greek presidency in the first half of 2003. The conference will be primarily addressed to social partner organisations from candidate countries. Cedefop will participate and contribute to this conference.
- **Participation of candidate countries in the Leonardo da Vinci study visits programme**: In 2003, it is planned that nine candidate countries will host 11 study visits while all candidate countries (including Romania, Bulgaria and Turkey) are expected to participate in study visits to Member States. In addition, a synthesis seminar will take place in a candidate country. The ETF will continue providing support to reinforce the involvement of candidate countries in the programme, in particular with regard to the participation of social partners' representatives. To this end, the ETF drawing on its networks and experience will propose appropriate contact persons in candidate countries to contribute to the visits and seminars. The ETF will also make a contribution to the analysis of the results of the visits and provide an input to the synthesis seminar.
- **Support for research co-operation**: Developments in the candidate countries will continue to be reflected in the third report on European research in VET dedicated to the theme "Evaluating the impact of VET" (to be released by Cedefop in 2004), through the contribution by the ETF and researchers from these countries to this report. In addition, the ETF and candidate countries will have more opportunities to be associated to Cedefop's research work notably via their involvement in the Vocational Training journal, the Agora meetings and the project on "Early identification of skill needs in Europe".

C. Information, knowledge management and dissemination

- In line with the conclusions of the policy conference on "Increased co-operation in VET", which took place in June 2002 in Brussels, the ETF and Cedefop will support the European Commission in developing a knowledge management system to facilitate reinforced monitoring and exchange of good examples of practice, taking into account the need for increased transparency at national and sectoral levels.
- Co-operation aimed at reinforcing the electronic exchange of information will continue in particular through more systematic links to be developed between Cedefop's electronic training village (ETV) and the ETF web site. Cedefop will promote the ETV in the candidate countries to facilitate access to information about vocational education and training in the EU and increasing involvement in Cedefop activities. Through the European training village the users from candidate countries can also order Cedefop publications online.
- The two agencies will also continue to work together with Eurydice in the field of documentation and terminology in order to improve the sharing of resources and make tools more compatible.

- The ETF will join the existing agreement between Cedefop and DG EAC regarding participation at relevant events on the DG EAC information stand. The aim would be to present the work of the two organisations in parallel.
- The ETF will contribute to the publication on LLL, which will be prepared by Cedefop in 2003.
- Joint events: for 2003 specific attention will be given to the organisation of joint events during the Greek and Italian presidencies. In this context, the ETF will participate and contribute to the international conference planned by Cedefop in June 2003 on LLL. Cedefop will provide an input to the conference to be organised jointly by the ETF and the Greek Association of Employers in early 2003 (see point B above).

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The following list of activities (accompanied by budgetary indications) illustrates the areas in which the ETF and Cedefop will focus their co-operation in 2003 which started in 1997 with their "Memorandum" and deepened in their recently agreed "Framework for co-operation between Cedefop and the ETF during the enlargement process"(2001).

	Project	Activities	ETF contribution		Cedefop contribution	
			Funding (€)	HR input	Funding (€)	HR input
A.	**Participation and involvement of candidate countries in the policy development of the Community in the field of VET**			1.5		
A.1	Lifelong learning	• Preparation in co-operation with EC of a database of good examples of practice on LLL (including the candidate countries)	30,000		28,000	85 wd[19]
A.2	Increased European co-operation in VET Transparency of qualifications Quality in VET Guidance and counselling	• Supporting the candidate countries in implementing the action proposals put forward by the Forum/WG during its Phase 1 operations • Extension of the inventory on non-formal and informal learning to the candidate countries • Candidate countries are assisted to follow up the recommendations resulting from the work of the Forum/WG on quality in VET • Supporting the integration of candidate countries in the EU co-operation platform on the development of common policy approaches to guidance and counselling	50,000		35,000	150 wd
B.	**Preparation of the candidate countries for full participation in Cedefop at the time of accession**			1.5		
B.1	Reporting: towards harmonisation of reporting systems	• Joint project on the integration of the candidate countries, through the ETF National Observatories, into Cedefop's network of reference and expertise (REFER) • Continuation of the provision of services by National Observatories to the ETF (including preparation of annual reports following the reporting approach used by the REFER network and updating of Key Indicators reports) • National Observatories' Meeting in Turin with Cedefop participation	200,000		15,000	

19 Working days.

	Project	Activities	ETF contribution		Cedefop contribution	
			Funding (€)	HR input	Funding (€)	HR input
B.2	Statistics and indicators	• Joint support to the methodological work launched by the EC for the development of indicators in education and training and lifelong learning • Candidate countries to be included in VET data collection			10.000	
B.3	Teachers and trainers: towards integration into the Cedefop TT network	• Continued assistance for full participation of candidate countries in Cedefop's TT network upon accession	20.000		60.000	150
B.4	Follow-up to the European Action Plan on e-learning	• Co-operation (with a focus on VET related aspects) to promote the implementation of the action plan by the candidate countries • Links to be established between the new e-learning web site in Cedefop's ETV and the ETF web site			10.000	30
B.5	Social dialogue	• Supporting social partners from candidate countries to take on board and follow the recommendations emerging from the "Framework of actions for the lifelong development of competencies and qualifications" agreed between the European social partners in 2002	30.000		30.000	40
B.6	Leonardo da Vinci study visits Programme	• ETF support to reinforce the participation of candidate countries in the Programme • ETF contribution to the analysis of the study visit results • ETF input to seminar(s) held in candidate countries			150.000	460
B.7	Research, including Cedefop Journal	• ETF and candidate countries contribution to the third Cedefop report on VET research in Europe • Continued involvement of the ETF and candidate countries in the editorial board of Cedefop Vocational Training Journal, Agora meetings, and the project on "Early identification of skill needs in Europe"			65.000	150
C.	**Information, knowledge management and dissemination**	• Joint support to the EC for the development of a knowledge management system • Reinforcing the electronic exchange of information • Continued co-operation on information collection and management, documentation and terminology (in co-operation with Eurydice) • ETF contribution to the Cedefop publication on LLL • Organisation of joint events	20.000	0.5	45.000	65
		Total	**350.000**	**3.5 FTE**	**448.000**	**5.5 FTE**

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